



MUSCOGEE (CREEK) NATION

HUMAN RESOURCE MANAGEMENT SERVICES

P.O. Box 580 - Okmulgee, OK 74447 - (918) 732-7827

JOB OPPORTUNITY

JOB TITLE:

Bookstore Manager

DEPARTMENT:

COLLEGE OF THE MUSCOGEE NATION

SALARY RANGE:

\$35,860 - \$ 46,820

JOB DUTIES:

Under the direction of the Director of Business Affairs, the **Bookstore Manager** will direct bookstore and Fitness Center operations. Provide and market textbooks, trade books, soft goods and school supplies efficiently and at the lowest possible cost to consumers. Plan and manage day-day operations of the campus bookstore and fitness center. Coordinate and participate in the purchasing, stocking and selling of merchandise and textbooks. Maintain a significant floor presence and availability to customers and staff. To further CMN's academic goals and programs by ensuring efficient service and fiscally sound policy. Determine the need for classroom textbooks and supplies for day and evening programs. Solicit and review lists of recommended trade books for the purpose of satisfying supplementary academic needs. Coordinate, review and select merchandise classes to be added within the Bookstore. Direct Bookstore and Fitness Center staff in the performance of all day-to-day operations. Supervise sales floor and cashiering functions and provide customer service. Implement policies and procedures as directed by the Director of Business Affairs and assist in developing new policies and procedures.

QUALIFICATIONS: **Minimum Requirements:** Bachelor's Degree in Business or related discipline. Experience in higher education setting. Good computer skills. Three years' experience in fundamental accounting, purchasing and inventory control. Good organizational skills and ability to work well with the public. Or, any combination of education and experience which is substantially equivalent to the above qualifications. Must submit to, pass all necessary background checks, and drug testing.

Preferred Requirements: Master's Degree. Knowledge of tribal college student services issues.

Special Considerations: Ability to speak the Muscogee (Creek) language is preferable but not requirement.

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED
MUSCOGEE (CREEK) AND NATIVE AMERICAN AND VETERAN
PREFERENCE.**

APPLY ONLINE AT:

www.muscogeenation-nsn.gov